



SR - FCI-1

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

STATE OFFICE PROCEDURE
For Handling Crop Insurance Applications

Receipt of Applications

County offices when transmitting applications to the State office have been instructed to forward applications and related papers from the county once each week or in groups which should not ordinarily exceed fifty (50) applications. Applications contained in each such county group will be listed on an accompanying transmittal sheet, or sheets, according to the following classifications of applications:

- (a) Form FCI-15: applications for which average yields for the base period have been appraised.
- (b) Form FCI-16: applications for which tentative average yields for the base period have been computed on the basis of annual data.
- (c) Form FCI-24: applications which the county committee has recommended for rejection.

The instructions contained herein shall be followed by the Crop Insurance Section in the State office in the handling of wheat crop insurance applications and related forms.

QUESTIONS PERTAINING TO PROCEDURE

Members of the Crop Insurance Section should become thoroughly familiar with the instructions contained herein and with other pertinent provisions and instructions relating to the 1938 Wheat crop Insurance Program. Any questions relative to the procedure to be followed in any case should be referred to the State Crop Insurance Supervisor, hereinafter referred to as State Supervisor. If the question is not covered by these instructions, such question shall be referred to the Director of the Southern Division.

CHANGES AND CORRECTIONS

No change or correction shall be made in the State office on any form unless such change or correction is specifically authorized by these instructions. All authorized changes shall be made in red pencil. No notations, checks, or marks of any kind whatsoever shall be made on any application, Form FCI-1, or farm map, Form FCI-12.

I. INSTRUCTIONS FOR RECEIVING AND CHECKING TRANSMITTAL

The State Supervisor shall check Form FCI-15 and FCI-16 to determine that the average of the yields as shown at the bottom of the form is not substantially below or in excess of the average yield for the 6-year base period for the county as shown in the upper right corner of the form. He shall also check the average of the percentages recommended for loss costs on Form FCI-15 to determine if the average of the recommendations is substantially below or above 100 percent. If such variance as to yields or loss costs exists the transmittal must be accompanied by a satisfactory letter of explanation from the county committee. If the letter of explanation is not entirely satisfactory to the State Supervisor, he should return the group of applications to the county with a request for a more complete and detailed statement of the reasons for variance.

The State Supervisor or a field man should, if it appears advisable, visit the county office to check the reasons for yields or loss costs being out of line. The State Supervisor or field man should check Forms Wheat 201 and 203 and any other source of information in the county office to determine that yields and loss costs are being properly submitted. This check is particularly important in those counties submitting transmittals, the yields and loss costs for which appear out of line but should be done whenever a county office is visited. In making these checks, the procedure outlined in Part III of Form FCI-31 should be followed.

A clerk in the State office shall open each transmittal of applications received from the county in order of priority of receipt. The following examination shall be made of each transmittal:

1. Determine that there is included in the transmittal:

(a) 2 copies each of Forms FCI-15, FCI-16, or FCI-24
(original and one copy).

(b) 1 county dot map

And for each application -

(c) 2 copies of Form FCI-1 (original(white).and first carbon(yellow))

(d) 2 copies of Form FCI-12 (original and first carbon)

(e) 1 Form FCI-13 or FCI-14

2. If no county dot map or no Forms FCI-15, FCI-16, or FCI-24 are included in the transmittal, the State Supervisor should be notified and these forms requested from the county. No further examination need be made of the transmittal until the necessary forms are received.

3. If the Form FCI-1 (original or carbon), FCI-12 (original or carbon), or FCI-13 (or FCI-14) is missing, the application should be suspended. If one or more forms are missing from an appreciable percentage of the cases, the State Supervisor should be notified and no further examination need be made until the missing forms are received from the county.

4. A clerk shall check the application numbers on Forms FCI-1 against the application numbers on FCI-15, FCI-16, or FCI-24. Enter a check mark (✓) (red) to the right of each application number on FCI-15, FCI-16, or FCI-24 for which there is included in the transmittal an FCI-1 with a corresponding application number.

- (a) If a Form FCI-1 and related papers are received and the application number on such form is not listed on FCI-15, FCI-16, or FCI-24, enter such application number in the appropriate place on the form and correct the total on the form. When such a correction is made, prepare an office correction sheet and attach it to the transmittal sheet.
- (b) If a Form FCI-1 is missing for an application number which is listed on Form FCI-15, FCI-16, or FCI-24, draw a line through the application number and the data appearing in the other columns of the form opposite such application number, and write "not submitted" to the left of the application number, and correct the total at the bottom of the form. The State Supervisor should notify the county immediately of such missing application and request that it be included in some subsequent transmittal, or that an explanation be given for its being omitted.
- (c) If the State and county codes have not been entered on Form FCI-1 or related forms, make such entry. If an application number has not been entered, enter such application number if it can be determined from FCI-15, FCI-16, or FCI-24, or forms relating to the application. If such application number cannot be determined, prepare and attach suspension sheet, with appropriate notation made thereon, to Form FCI-1. In all cases where the necessary information is not furnished by the applicant and the examining clerk is recommending suspension of an application, a suspension sheet should be executed by him and attached to the application.

5. Arrange the applications in numerical sequence by groups as listed on Form FCI-15, FCI-16, or FCI-24, placing Forms FCI-1, to which suspension sheets are attached, on the top of the group and transmit applications and related forms to an examining clerk.

GENERAL REQUIREMENTS OF STATE OFFICE EXAMINATION

General Requirements

All applications must have been prepared in legible form with the use of an indelible pencil or typewriter, and the carbon copies should be examined

to insure that they are legible. There must have been no erasures on the application. Any correction of error or errors must have been made by lining out the error or errors and inserting the correction. Any such correction must have been initialed by the applicant and by the person witnessing such correction.

No State Audit

The State office is not to attempt an "audit" of applications. The reason for routing applications through the State office is that obvious editorial and mechanical errors can be discovered there and the application sent back to the county with less delay than if it were allowed to go to the branch office before any examination is made. Except for the computations to be checked (see instructions under item 8 of the application) none of the pertinent figures on the application will be checked by the State office.

Applications Covering the Same Farm

If two applications covering the same farm are included in the same lot, the examining clerk must check to determine that the application numbers correspond in all respects, with the exception of the identifying letter. It is essential that throughout the whole examination the applications be compared to determine that all appropriate information is identical, that the description of the farm as it appears in Paragraph 3 of the applications, and on the maps attached thereto, is identical, that the total declared percentage of interest of all applicants as stated in Paragraph 4 of the applications, does not exceed 100 percent.

All applications covering the same farm being examined at the same time must be kept attached so that the figures on the applications may be compared.

Application Number

The examination of an application number shall include the following operations:

(a) Check the county code numbers against the name of the county as it appears at the bottom of Form FCI-13 or FCI-14.

(b) Check the county code number and application number, on Form FCI-1, Form FCI-12, and Form FCI-13 or FCI-14, to see that such numbers are identical.

(c) Examine Paragraph 4 of the application to determine whether the name of the person who signed the application is checked, and whether the identifying letter "T" or "L", if any, representing tenant or landlord, is used correctly. The application number for landlords must be followed by the letter "L". The application number for tenants must be followed by the letter "T". The application number on supplemental applications must be followed by the letters "Sup". Application numbers for owner operator; cash and other tenants who have 100 percent interest in the wheat crop should have no identifying letter.

Paragraph 1. Name and Address

(a) Determine that the name and address appearing in Paragraph 1 of the application is the same as the name and address shown at the top of the attached Form FCI-12 and the first paragraph of the Form FCI-13 or FCI-14.

(b) Check the signature of the applicant at the bottom of the application with the name shown in Paragraph 1 of the application and with the signature appearing at the bottom of the attached Form FCI-12 to determine that they are identical.

(c) There must have been inserted in the appropriate space the date on which the application was signed by the applicant, and the name of the city or town at which such application was signed.

(d) The signature of such applicant on each application must have been witnessed by at least one person. The signature of each witness must appear on a line to the left of the signature of the applicant at the bottom of the application. If signature is by "mark", two witnesses are required.

Paragraph 2. Insured Percentage

The examining clerk shall check the insured percentage requested by the applicant inserted in line 2 of Paragraph 2 of the application to determine that either the number 50 or 75 is entered.

Paragraph 3. Description of Farm

An examination shall be made to determine that the description of the farm, either general, legal, or both, appearing in the space provided in Paragraph 3 of the application meets the requirements set forth below:

1. General Description

(a) In Paragraph 3 of the application, there must have been inserted the name by which the farm is locally known if there is no complete legal description. In the second line there should have been inserted the total number of acres operated as a farm by the applicant. The examining clerk should check the map of the farm, Form FCI-12 to see that the total acreage of the farm appearing at the bottom of the map is identical with the figure inserted in the application by the applicant.

(b) In the appropriate spaces in lines 2 and 3 of Paragraph 3 of the application, there should have been inserted the distance and direction from the nearest city, town or village to the farm.

(c) Unless there is a complete legal description there must have been inserted in line 3, Paragraph 3, the name of the road (Federal, State, county or private) nearest to the farm.

(d) In line 4 of Paragraph 3 of the application there must have been inserted the name of the county and State in which the farm is located.

2. Legal Description

(e) In the last three lines of Paragraph 3 of the application there may have been inserted the legal description of the farm. If the space provided was not sufficient for a complete legal description, such description may be given on a paper attached to the application. In such cases, words of reference incorporating the additional information must be written in the application.

(f) It is very important that the description of the farm (whether general, legal, or both) should conform to the map of the farm on Form FCI-12, so that such map will be clearly identifiable with the description of the farm furnished in Paragraph 3 of the application. That is, if the applicant has mentioned a road in Paragraph 3 of the application, as being through or adjacent to the farm, the position of such road should be clearly marked on the map and the road designated by the name or figure used in Paragraph 3 of the application. When examining the map for wheat acreage as represented in Paragraph 5 of the application, the examining clerk should estimate from the map the total acreage of the farm to determine if it corresponds with the total acreage set forth in Paragraph 3 of the application and at the bottom of the map.

Paragraph 4. Tenure and Division of 1939 Wheat Crop

(a) There must have been listed in the appropriate blanks in Paragraph 4 of the application, the names and addresses of all persons who, as landlords or operators, have an interest in the 1939 wheat crop, stating whether they are landlord or operator, designating specifically in each case, the individual's status in relation to the farm (as provided for in the second footnote appearing at the bottom of Paragraph 4 of the application), and their declared percentage of interest in the crop. If necessary, the "Name of Landlord" may have been changed to "Name of Operator" by lining out the inapplicable title, or vice versa.

(b) The name and address of the person checked as applicant must be the same as the name and address appearing in Paragraph 1 of the application.

(c) The examining clerk must determine whether the applicant, as checked in Paragraph 4, is entitled to receive the whole or a percentage of the 1939 wheat crop on the farm. If the applicant is only entitled to a percentage of the crop, the names and addresses of all other persons who share in the crop must be entered in Paragraph 4. The total of percentages entered in the last column must not exceed 100 percent.

Paragraph 5. Wheat Acreage

(a) An examination should be made to see that the total acreage to be seeded to wheat for harvest as grain in column (a) corresponds with the total acreage to be seeded to wheat for harvest as grain, entered in the appropriate blank at the bottom of Form FCI-12, and that it agrees with the examining clerk's estimate of the acreage to be seeded to wheat for harvest as grain as designated on the map.

(b) An examination must be made of column (b) to determine that land to be seeded to wheat for harvest as grain on land which was summer fallowed, as entered in this column does not exceed the figure entered in column (a).

(c) The examining clerk should first estimate from the map of the farm the total acreage on the farm and determine that it corresponds with the total acreage as stated at the bottom of the map and in the applicable space in the second line of Paragraph 3. The examining clerk should also estimate from the map (Form FCI-12) the total acreage to be seeded to wheat for harvest as grain, and the acres to be seeded to wheat for purposes other than for harvest as grain, to determine that the various acreages as indicated on the map correspond with the representations of the applicant in Paragraph 5 of the application.

Paragraph 6. Reseeding

(a) The examining clerk should note whether the questions asked in Paragraph 6 (a) and (b) are answered by the applicant. If these questions are answered the same by the landlord and operator or have not been answered by either of them, it is unnecessary to suspend the application.

(b) In those cases where an application of an operator is examined with an application of a landlord for insurance on the same farm and a variance is discovered by the examining clerk in that one applicant has answered "Yes" and the other applicant has answered "No", the application should be suspended and returned to the county for removal or explanation of the variance.

Paragraph 7. Choice of Delivery Point

This paragraph need not be considered by the examining clerk.

Paragraph 8. Record of Wheat Acreage, Production, and Yields in Base Period

The table in Paragraph 8 shall be examined to determine that all applications listed on Form FCI-15 have an appraised average yield for 1930-35 entered in line 10, column (f).

Suspensions should not be made if the data for '36, 37 and 38 are missing. However, if the data are missing, the State Supervisor should notify the county office that they must secure this information in all possible cases. Acreage figures for the years 1936 and 1937 should be taken from Reports of Performance under the Agricultural Conservation Programs. The 1938 acreage can be secured as soon as performance is checked this year. Production figures should be secured from the producer as quickly as possible and not later than the date when the inspector visits the farm to check the seeding of wheat. The 1936, 1937 and 1938 figures should be checked and approved by the county committee before becoming a part of the permanent record.

The table in Paragraph 8 shall be examined to determine that all applications listed on Form FCI-16 have yields for individual years entered in lines 1 to 6, inclusive, in column (f).

There must have been no entries made in columns (g), (h), or (i).

Computations made by the county committee in arriving at the calculated yields shown in column "E" should be checked for accuracy. If errors are found, the application should be returned to the county for correction and initialing.

The base period average should be checked with Form FCI-15, FCI-16, or FCI-24. If it is determined that the application is listed in the wrong group classification, the entry should be struck out and the entry made in the correct group classification and the totals corrected accordingly.

When the county group of applications have been examined, they shall be returned to the Head of the Crop Insurance Section. The applications found correct will be placed in one group with the appropriate transmittal sheet, Form FCI-15, FCI-16, or FCI-24. Each group of applications listed on Form FCI-15 shall be checked to see that they are in numerical sequence. The Form FCI-15 should then be placed on top of them and a rubber band placed around them. Those applications listed on Forms FCI-16 and FCI-24 shall be handled in like manner. When this operation has been completed there shall be placed on the transmittal sheet opposite the applications to be suspended, the notation "Suspended by State Office".

The acceptable applications listed on Forms FCI-15, FCI-16, and FCI-24 shall be placed together in a county group.

The carbon copy of forms FCI-15, FCI-16 and FCI-24 shall be corrected to agree with the original copy which is to be transmitted to the branch office. The carbon copy shall be filed in the State office.

PREPARATION OF MASTER MAP, TRANSMITTAL OF APPLICATIONS AND CORRESPONDENCE ON SUSPENDED APPLICATIONS

The locations of the farms shall be transcribed from the county map accompanying each group of applications to the Master map of the county by entering a dot in the appropriate locations for those applications ready for transmittal to the branch office. Beside each dot shall be placed with black pencil (No.4) the application number to which the dot refers. There shall be no dots entered for the applications being returned to the county. Applications prepared from base data should be indicated by a black penciled dot. Those based on an appraised yield and appraised loss cost should be shown in a red penciled dot. These dots can be further identified by using a blue pencil to circle those approved for 75 percent coverage, and a green pencil to circle those approved for 50 percent coverage. When the dots have been entered on the Master map, the county dot map shall be placed on top of the applications from the county. All approved applications from the county shall be securely fastened together and transmitted to the branch office.

An acknowledgment should be written to the county office stating the applications received, the number that have been transmitted to the branch office and an explanation of the reasons for the suspension of any applications being returned to the county. This may be done by letter or by sending a copy of the suspension sheet with the returned application.